



# PANEL COORDINATOR ORIENTATION

2014 Senior Corps RSVP Blended Review  
Orientation Session 7



# OBJECTIVES

- ▶ Discuss Panel Coordinator's role
- ▶ Explain how to complete the Individual Reviewer Form (IRF)
- ▶ Clarify expectations for managing panel activities
- ▶ Describe the expectations of the Panel Discussion
- ▶ Provide resources and answer all questions!



# AGENDA

- ▶ The CNCS Blended Review Process
- ▶ Conflict of Interest & Confidentiality
- ▶ IRF Process and Standards
- ▶ Panel Discussions
- ▶ The Panel Discussion Report
- ▶ *Question & Answer*



# PANEL COORDINATOR ROLE

**Support/monitor Reviewers**



**Manage logistics/schedule discussions**



**Primary liaison between GARP Program Staff and panel**



**Keep panel on track**



# PANEL COORDINATOR AND STAFF REVIEWERS

## Staff Reviewer

**Review training/background materials**

**Report conflicts of interest/comply with confidentiality expectations**

## Panel Coordinator

**Share any panel concerns with GARP staff**

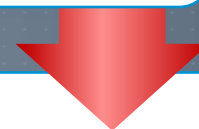
**Resolve panel conflicts/notify GARP Liaison of issues**



# CONFLICT OF INTEREST REVISITED

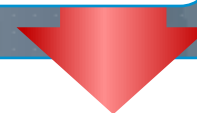
Applications available September 24

- All Panelists are asked to review for potential COIs



Notify CNCS of any COI concerns

- Reviewers involve Panel Coordinator in notifications



Return signed forms to CNCS by 5:00pm on September 25

- Submission information is on each form





# KEEPING THE PANEL ON TRACK

- ▶ Consult “how-to” tips in Panel Coordinator Supplement
- ▶ Communicate proactively with Reviewers
- ▶ Provide advanced warning of concerns to GARP Liaison
- ▶ Keep in contact with your POL

# CHECK-INS AND UPDATES



- ▶ Three, 30 minute check-ins (all recorded)
  - Thursday September 26, 1:00 pm EST **888-455-7455**
  - Wednesday October 2, 1:00 pm EST **888-455-7455**
  - Tuesday October 8, 1:00 pm EST **888-455-7455**
- ▶ Creates opportunity to share tips with other PCs
- ▶ Provides a forum to share panel status and next steps, and receive CNCS guidance and information
  - Important to communicate the information to Reviewers
- ▶ Conference call number provided by email day prior
- ▶ Passcode: **"RSVP 2014"**







# TIMELINE AND MILESTONES

*See 2014 RSVP Reviewer  
Handbook, pages 15-16*



# PANEL INTRODUCTION CALL

- ▶ Suggested agenda topics for the Panel Introduction Call:
  - ▶ Allow each Reviewer to give his/her background
  - ▶ Establish optimal means of communication
  - ▶ Review expectations and schedule
  - ▶ Encourage flexibility/commitment to review schedule
  - ▶ Discuss and consider time zones
  - ▶ Ensure all are Reviewing applications in the same order
  - ▶ Identify the Lead Reviewer Role for each application
  - ▶ Invite POL to touch base with the panel



# INTERACTING WITH GARP LIAISON

- ▶ Primary point of contact with CNCS
- ▶ Sending Correspondence
  - ▶ Always include Panel # in Subject Line
- ▶ Anticipated Interactions
  - ▶ Check-in before Panel Introduction Call
  - ▶ Any panel needs, help with any Reviewer issues
  - ▶ Advice on possible COIs
  - ▶ Reviewing all PDRs
  - ▶ Checkout Package verification



# INTERACTING WITH PROGRAM OFFICER LIAISON (POL)

- ▶ Know your Liaison!: Available Monday - Friday
- ▶ Sending Correspondence
  - ▶ All panel correspondence should be sent from you to [POLRSVP@cns.gov](mailto:POLRSVP@cns.gov)
  - ▶ Always Include Panel # in Subject Line
- ▶ Anticipated Interactions
  - ▶ Check-in before first Panel Discussion Call
  - ▶ Requesting clarification of Selection Criteria
  - ▶ Reviewing all IRFs



# SAVING THE IRF

Download IRF  
form

Fill out form

Save

- ▶ Save using naming convention:
- ▶ “IRF.legal applicant name. last four digits of application ID.Reviewer last name”
- ▶ Example “IRF.SuperApplicant.5177.Smith”



# IRF SUBMITTAL PROCESS

**Reviewer sends IRFs to POL for “approval” and possible feedback**



**Reviewer makes any necessary changes to IRF**



**Reviewer sends the final version to the POL**



**When IRF is approved by POL, Reviewer copies and pastes it into eGrants**

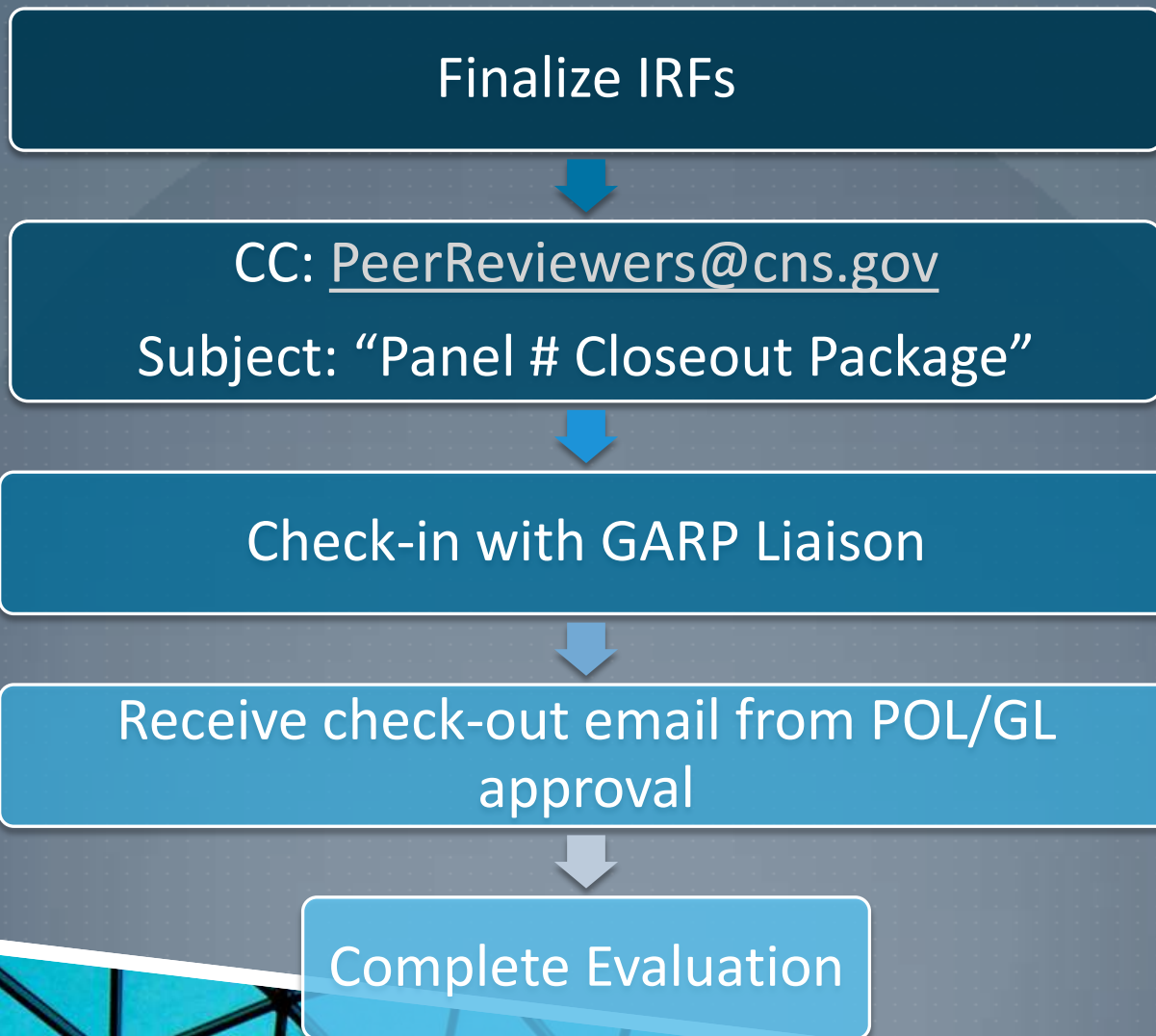


**Staff reviewers will paste final IRFs into eGrants Classic**





# CLOSE-OUT PROCESS





# QUESTIONS



# RESOURCES

- ▶ Review Process Questions
  - ▶ GARP Liaison (PeerReviewers@cns.gov)
- ▶ RSVP or Content Questions
  - ▶ Your Program Officer Liaison (POLRSVP@cns.gov)
- ▶ eGrants Issues – National Service Hotline (*Mon- Thur, 9am - 7pm EST*)
  - ▶ 1-800-942-2677
  - ▶ Online: [www.nationalservice.gov/questions/app/ask](http://www.nationalservice.gov/questions/app/ask)
- ▶ Individual Reviewer Form
  - ▶ POL